

# HARVARD PILGRIM HEALTH CARE, INC. OFFICE OF SPONSORED PROGRAMS

## POLICY & PROCEDURE REQUESTING A ONE-YEAR, NO-COST EXTENSION

This policy applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute LLC (HPHCI), (collectively HPHC/I) personnel who are engaged in instruction, education and research.

### Policy

Principal Investigators (PIs) may request up to a one-year, no-cost extension for projects funded by sponsors who do not require return of unspent funds (typically industry sponsors).

PIs must submit a "Request For a One-Year, No-Cost Extension Form" to their Grants Manager, certifying their intention to continue to meet the terms and conditions of the original award.

- OSP must verify that:
  - The amount is appropriate
  - The terms and conditions of the sponsor agreement allow this extension and, if appropriate, there is written approval from the sponsor
  - Director of OSP approves or rejects the request